

Primary Building/Facility Loss of Usage

(Post Incident)

On-Site Resources	
<ul style="list-style-type: none">▪ Emergency Operations Plan▪ Emergency Operations Team	
Off-Site Resources	
<ul style="list-style-type: none">▪ District Executives▪ Public Information Officer (PIO)▪ Alternate Facility (MOU)	
Procedures	
<ol style="list-style-type: none">1. Immediately notify Principal/Facility Manager2. Document all actions3. Notify Public Information Officer (PIO)4. Notify District Executives5. Through the Facility Damage Assessment Form evaluate circumstances and determine duration of building loss.6. Refer to Facility Relocation Plan and activate MOUs for Facilities, Food, Transportation, etc.7. Determine whether school can remain open.8. Upon school closure, refer to appropriate documentation in Communication, Notification and Public Information section.	